INTERLIBRARY LOAN POLICY

PURPOSE

The mission of the University of Hawai‘i - West O‘ahu (UHWO) Library is to provide excellent, user-centered service in meeting the information needs of students, faculty and staff. Our goal is to provide users with access to knowledge and to maintain a comfortable and safe learning environment.

This policy was designed to clearly outline the use of the Interlibrary Loan (ILL) system.

POLICIES AND GUIDELINES

The following policies and guidelines shall govern the use of the UHWO Library for all users:

- UHWO Library Acceptable Use Policy

DEFINITIONS

- **Interlibrary Loan (ILL):** The borrowing of items not available in the UH-system for use by UH students, faculty, or staff. ILL is available for electronic copies of book chapters and articles. Requests for books and other returnable items may be permitted on a case-by-case basis, at the discretion of the ILL Librarian.

TERMS OF USE

**Requesting an ILL**

- ILL borrowing privileges are offered to current UHWO students, faculty, and staff. Library users must have less than $10.00 in library fines to be eligible for ILL services.
- Requests for articles can be submitted online through these links: Article, Book Chapter, Book. Requests may also be submitted through the SFX plug-in on our EBSCO databases. Electronic articles/book chapters typically take 7-10 business days, and returnable items (books, manuscripts, etc.) take 10-14 business days.

**Borrowing Procedures**

- Individual articles are delivered electronically, either as a PDF or through an online link. Borrowers are responsible for making back-up copies of their ILL items; the UHWO library will not submit the same request twice.
Returnable materials (books, manuscripts, etc.) can be picked up at the Circulation Desk. The Library user will be notified by email when an item has arrived, and items are immediately checked out to the requesting user upon its delivery to the Library. Items are held at the Circulation Desk for 7 business days, after which the item will be sent back to the lending library.

- A pink book sleeve that displays the item’s barcode number, due date, and any relevant notes will be attached to the item. Book sleeves must be intact at the time of return, so do not remove the sleeve from the book while it is in your possession.
- Loan periods for items are determined by the lending library, as are renewals. Renewal requests must be submitted at least five business days before the due date.
- Items may be subject to recall at the discretion of the lending library. If an item is recalled, the borrower has seven business days to return the item to the Circulation Desk or will be charged a fee of $0.50 for each day late.
- Returnable materials (books, manuscripts, etc.) borrowed through ILL must be returned to the Circulation Desk and may not be returned in the outside drop-box.

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<th>FEE SCHEDULE AND FINES</th>
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<td>- Except under very rare circumstances, there is no charge for items borrowed through ILL. You will be informed of any fees before the request is finalized. Items delivered electronically do not need to be returned.</td>
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<td>- The borrower is responsible for any damaged or lost items, and will be held liable for replacement costs. Replacement costs are set by the lending library.</td>
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